Body of Work – Performance Documentation

Name: Sourav Dhar

Designation: Data Analyst Team Lead – Compliance Analytics

Period Covered: January 2024 – June 2025

This document outlines the documented deliverables and contributions over the review period. Each work item is presented in tabular format, including its purpose, audience, and estimated time investment.

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| Work Item | Description | Stakeholder / Team | Time Spent |
| Transaction Monitoring Batch Preparation | End-to-end preparation of TM batches including data extraction, quality checks, and secure transfer. | Transaction Monitoring Team | Daily – ~1.5 hrs |
| Daily Alert Update | Automated refresh of daily alert status to ensure updated case information. | Compliance Operations | Daily – ~1 hr |
| Suppression Data Preparation | Creating suppression matrix to filter benign alerts and reduce analyst load. | TM & Investigations | Weekly – ~2 hrs |
| Rule Threshold, KYC Break, and Multi-Case Reporting | Analytical reporting for rule tuning, identifying breaks and overlaps. | Compliance Strategy & Rule Team | Ad-hoc / Monthly – ~6 hrs |
| Data Pull Requests | Responding to ad-hoc data queries from compliance stakeholders with validated outputs. | All Compliance Sub-Teams | Ongoing – ~8 hrs/week |
| Rule Optimization & Data Preparation | Data wrangling and analysis to refine rule thresholds and evaluate effectiveness. | Compliance Strategy | Bi-weekly – ~4 hrs |
| Batch Automation & DB Creation | Automated the batch pipeline and developed a database for efficient storage and retrieval. | Internal – Tech & Analytics | One-time – ~2 weeks |
| Regulatory Dashboard Creation | Built and maintained dashboards with KPIs and metrics for regulatory submission. | Regulators / Compliance Heads | One-time + Monthly updates – ~1.5 weeks initial + 4 hrs/month |
| Due Diligence Tracker Automation | Collated and automated Due Diligence trackers to improve efficiency and consistency. | Due Diligence Team | One-time – ~1 week |
| BizOps Ticket Automation | Created both traditional and LLM-driven pipelines for automating customer query tickets. | BizOps & Customer Support | One-time – ~2 weeks |
| Legal Document Q&A Bot | Implemented a Copilot-powered bot to answer queries from legal documents using SharePoint. | Legal & Risk Team | One-time – ~1.5 weeks |